

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

JOB NUMBER

FLSA: Non-Exempt

Title: Laborer

PAYPLAN/SERIES/LEVEL: NA-3502-01

Major Duties:

Performs some or all of the following duties alone or as a member of a work crew:

1. Opens and unpacks cartons of materials and removes contents. Moves or uses hand truck to move various items requiring delivery or storage. Sets up and breaks down multi-functional areas. Arranges mobile furniture, movable walls, light equipment, etc. Stores and delivers supplies
2. Polices assigned areas, collects and disposes of trash and debris, cuts grass and pulls weeds, waters grass and flower beds, spreads mulch, and rakes leaves. Shovels snow and puts down salt.
3. Washes and waxes vehicles.
4. Sweeps, vacuums, mops, scrubs and waxes floors. Uses industrial household cleaners to clean, disinfect and deodorize windows, mirrors, fixtures, and facilities. Replenishes supplies as necessary. Reports facility condition to supervisor including the need for repairs. Dusts and polishes furniture. Empties trash.

Skill and Knowledge: The ability to perform simple manual tasks, and knowledge of cleaning, grounds maintenance, and lifting procedures. Skill and knowledge to safely operate and perform routine maintenance on hand tools and equipment (rake, pitch fork, wheelbarrow, hand-pump sprayer, hand truck, shovel, push lawn mower, hammer, screwdriver, wrench, pliers). Ability to understand common signs and read general instructions.

Responsibility: Routine work assignments are completed with little supervision. Specific instructions are provided on new or unusual assignments. Work is reviewed in progress or upon completion for compliance with instructions and established practices. Responsible to identify and report obvious hazards, malfunctioning equipment, and any other situations that may impact work operations.

Physical Effort: Requires light to moderate lifting and carrying of items weighing up to 30 pounds and occasionally 45 pounds. Required to stand, walk, bend and kneel for lengthy periods of time.

Working Conditions: Works indoors and outdoors. May be exposed to adverse weather conditions when working outdoors. Exposed to drafts, noise, dust, and dirt. Possibility of bruises, muscle strains, cuts and scrapes. Required to follow safety procedures and use standard safety equipment such as gloves, ear protectors, and safety glasses to avoid possible hazards in the work area.

EVALUATION STATEMENT:

Determination of Title and Series: This position requires the incumbent to perform a variety of duties in different work settings requiring physical effort and the ability to perform laboring duties with minimal skill. The most appropriate standard for these duties is Laborer, NA-3502.

Determination of Grade: The position was evaluated at the grade one level because of the tools used and the physical effort required. Skill and knowledge and the physical effort required are a match to that described at the WG-01 level of the referenced standard.